CITY OF BURBANK

SENIOR COMPUTER OPERATOR

DEFINITION

Under direction, to operate and schedule the operation of computer and peripheral equipment; to direct and assign work to employees; and to do related work as required.

ESSENTIAL FUNCTIONS

Operates mainframe computer and peripheral equipment; trains, supervises and evaluates Computer Operators; makes adjustments to meet required schedules and deadlines; proofreads reports and summaries; performs minor maintenance of equipment and makes recommendations for major repairs; distributes materials; assists programming personnel with programming errors.

MINIMUM QUALIFICATIONS

Employment Standards:
- Knowledge of - the standard methods and practices involved in operating mainframe computers and peripheral equipment, decollators, bursters, and data entry machines; office methods, accounting systems, and record keeping practices.

- Ability to - operate adding machines and typewriters; understand and carry out complex oral and written instructions; supervise the data processing functions; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Graduation from high school or equivalent is desired and two years of recent experience operating mainframe computer and peripheral equipment.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.